

The Chartered Institution of Building Services Engineers

Hong Kong Branch Correspondence Address: Suite 2104, Central Plaza, 18 Harbour Road, Wanchai, Hong Kong

英國屋宇裝備工程師學會 香港分會通訊地址：香港灣仔港灣道18號中環廣場2104室

Web Site : <http://www.cibse.org.hk>

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THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS

RULES FOR THE HONG KONG BRANCH COMMITTEE

Interpretations

- i. The interpretations given in the By-laws also apply to these Rules.
- ii. “Association” means the Chartered Institution of Building Services Engineers Hong Kong Limited.
- iii. “Branch Committee” means the Committee of CIBSE Hong Kong Branch.
- iv. “CIBSE” or “Institution” means the Chartered Institution of Building Services Engineers.
- v. “Council” means Council of the Institution.
- vi. “Council of Management” means Council of Management of the Association.
- vii. “Secretary” means the Secretary or the Chief Executive of the Institution.

1. The Hong Kong Branch Committee has the following Terms of Reference :

(a) To represent CIBSE in Hong Kong, especially with respect to :

- (i) membership development
- (ii) public image
- (iii) co-ordination with other learned societies in Hong Kong

(b) To pursue the objectives of CIBSE in Hong Kong.

(c) To conduct membership interviews in Hong Kong as required by CIBSE Headquarters.

(d) To organize appropriate activities for and provide membership/training advice to CIBSE members in Hong Kong.

2. The Branch Committee shall comply with the Institution’s Charter and By-laws and the M&A of the Association, and shall be under the control of the Council of Management.

3. The Branch Committee shall consist of a Chairman, a Vice Chairman, an Immediate Past Chairman, an Honorary Secretary, an Honorary Treasurer, up to another seven Committee Members and up to three Co-opted Members. In addition, the Chairperson of Young Members Group (YMG) shall be Ex-officio Member of the Branch Committee.

4. The Chairman is normally the Vice-Chairman of the last session and endorsed at the Annual General Meeting (AGM) of the CIBSE Hong Kong Branch. The Vice Chairman shall be nominated by the Branch Committee and elected at the AGM of the CIBSE Hong Kong Branch. The Immediate Past Chairman is normally the Chairman of the last session.

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5. Chairman, Vice-Chairman and Immediate Past Chairman shall be for tenure of one year while other Committee Members shall be elected for a term of three years. Co-opted members shall be for tenure of one year.
6. All members of the Branch Committee shall be formally appointed by the Council of Management following their election at the AGM of the CIBSE Hong Kong Branch. The usual annual term shall be from 1 April to 31 March of the following year.
7. All members of the Branch Committee must be Members of the Institution. The Vice-Chairman must be Corporate Member of the Institution and must have served the Branch Committee for at least two years.
8. Three members of the Branch Committee shall retire at the end of each annual term and shall be eligible for re-appointment. The Branch Committee will circulate a list of vacancies together with a nomination form to Members of the Institution for any nomination at least 35 calendar days before the Annual General Meeting. Nominations should be proposed by a Member and seconded by a member of the Branch Committee. All nominations should be received by the Honorary Secretary at least 21 calendar days from the day of dispatch of the nomination forms. The final list of nominations will be circulated to the Members at least 7 calendar days before the Annual General Meeting. If total number of nominations exceeds the number of vacancies, election of the new committee members by secret ballots will be conducted at the Annual General Meeting.
9. The Branch Committee may, subject to endorsement of the Council of Management, fill any vacancy in the Branch Committee which shall occur during an annual term.
10. If any member of the Branch Committee fails to attend meetings of the Branch Committee with reasonable regularity, the Chairman shall have the right to call for the resignation of that member and shall recommend to the Branch Committee alternative member to fill the vacancy, subject to endorsement of the Council of Management.
11. The Branch Committee may co-opt not more than three members to assist in special duties. Co-opted members shall not have a vote. Non-members of the Institution may not be co-opted to the Branch Committee (except for the Representative from HKIE Building Services Division and Representative from ASHRAE HK Chapter), although the Branch Committee may invite non-members of the Institution to attend a meeting to give evidence or advice.
12. The Chairman shall have a second or casting vote in cases of equality of votes on any question at any meeting of the Branch Committee.
13. Three persons shall constitute a quorum for meetings of the Branch Committee, and unless this number is present within half an hour of the time for which a meeting is called, no business shall be transacted.

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14. The Honorary Secretary shall conduct the correspondence in connection with the Branch Committee. He shall prepare agenda for all meetings at which business is to be transacted and record minutes, and shall send to the Secretary of the Institution a copy of all such minutes.
15. The Honorary Secretary shall forward to the Secretary of the Institution, for record, a copy of any circular or news sheet issued by the Branch Committee.
16. Details of meetings and visits arranged for general members in Hong Kong organized jointly with HKIE Building Services Division, and any social or institution meetings arranged by the Branch Committee for the ensuing session shall be sent to the Secretary of the Institution preferably prior to 1 June of each year for inclusion in the Institution's programme of meetings.
17. Special meetings of the general members in Hong Kong to consider matters of concern to the Institution may be convened by the Branch Committee at any time; such meetings shall also be convened on delivery of a requisition to the Chairman of not less than twenty general members with voting powers, stating the business of the meeting.
18. The Branch Committee shall submit to the Secretary of the Institution, not later than 1 November of the preceding year, a detailed estimate of their expenditure for the next financial year so as to enable the Institution to determine the sum which it will grant to the Branch Committee for that year. The Branch Committee shall control expenditure not in excess of the monies granted by the Institution and shall seek prior approval from the Institution on additional monies where necessary.
19. The accounts of the Branch Committee shall be made up to 31 December in each year, audited by two past chairmen of the Branch Committee, and after approval by the Branch Committee shall be transmitted so as to reach the Secretary of the Institution not later than 7 May.
20. The Chairman shall send to the Secretary of the Institution not later than 31 December each year a report on the work of the Branch Committee for the preceding twelve months.
21. These Rules may be reviewed by the Branch Committee from time to time and amended as necessary. Any amendment to these Rules shall be endorsed by the Council of Management.

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